



UNITED STATES MARINE CORPS

2D MARINE AIRCRAFT WING
U.S. MARINE CORPS FORCES, ATLANTIC
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IN REPLY TO:
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G3
27 SEP 02

POLICY LETTER #03-02

From: Commanding General
To: All Commanding Officers, 2d Marine Aircraft Wing
Subj: WING POLICY CONCERNING FLIGHT SCHEDULE CHANGES
Ref: (a) WgO 3710.38
(b) 2d MAW Policy Letter #02-02

1. Purpose To establish policy for authorization to change, modify, or amend published flight schedules.

2. Background

a. The Squadron Commanding Officer is responsible for the flight schedule, from inception through execution.

b. The squadron flight schedule is a detailed plan for the conduct of flight operations. It is closely scrutinized with a view toward reducing risk, preserving war fighting assets, and optimizing the training value of each flight. To develop and successfully execute a flight schedule, several factors must be closely coordinated to include such things as aircrew availability, maintenance crews, aircraft loading, forecasted/actual weather, ranges, airspace, and air traffic flow. Coordination of these factors must be detailed and complete in order to manage the risk associated with flight operations.

c. Like most plans, external forces can arise that directly impact on the successful execution of the flight schedule. When this happens, a change may be required to successfully execute a scheduled event or the remaining portions of the flight schedule. Care must be taken when making changes, and those factors that were considered during initial schedule build must again be closely managed to maintain risk at acceptable levels. While a strict limit on the number of changes to the flight schedule is not directed, changes to the flight schedule should be closely examined and kept to a minimum.

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3. Policy For Flight Schedule Changes/Modifications/Amendments Within 2d MAW. In order to ensure that the Commander's intent is fully adhered to, and that Operational Risk Management issues receive the required level of detail and attention, the following policy on authorization to change/modify/amend squadron flight schedules is effective immediately:

a. The Squadron/ACE Commander, or the individual "Acting" in the absence of the Squadron/ACE Commander, is responsible for execution of flight schedule. This individual will approve all changes to the flight schedule.

b. Group Commanders will ensure Squadrons conform to the intent of this policy.

c. When detachments are operating from locations separate from their Squadron/ACE, the Detachment Officer-in-Charge or that individual "Acting" in capacity of the Detachment Officer-in-Charge, has the authority to change/modify/amend the daily flight schedule that they approved.

4. Administration

a. In accordance with the reference (a), a copy of this letter will be maintained in each squadron's Pilot Information Folder.

b. This policy will be incorporated into 2d MAW WgO 3710.38.

c. This policy replaces the requirements of reference (b).



J. G. CASTELLAW